



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PROGRAM TECHNICIAN II

\$2,638 - \$3,305

PRODUCER LICENSING

SACRAMENTO

Multiple Positions

RESPONSIBILITIES:

Under general direction, the incumbent performs a variety of duties involving the review and processing of technical, sensitive and complex insurance licensing related documents. Specific tasks include but are not limited to:

- Process miscellaneous documents (including but not limited to: certification/clearance requests, address changes, on/off stops, action notices, bonds, renewals, and duplicate license requests);
- Answer inquiry calls from the general public and insurance industry;
- Provide oral and written communication with license applicants, licensees, and the general public regarding insurance producer licensing;
- Establish and update insurance producer's computer records;
- Determine individual applicant's license qualifications by interpreting established laws, regulations, policies and procedures; and,
- Perform other duties as required.

DESIRABLE QUALIFICATIONS:

Candidates should possess the ability to work independently; possess good interpersonal and communication skills both verbal and written. Dependability, ability to follow directions, initiative, resourcefulness, good judgment and the ability to work cooperatively with others and deal tactfully with the public are also essential.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Program Technician II level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite

11/26/13 NT for TB

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

1300, Sacramento, CA 95814. **PLEASE INDICATE "Program Technician II, PSN # 413-145-9928-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3351 or email Tina.Brown@insurance.ca.gov

FINAL FILING DATE: Tuesday, December 10, 2013 – Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

11/26/13 NT for TB

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331